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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-35-7

SECURITY  
17 March 1964

REVISED SECURITY CHECK FORMS

1. Effective immediately the revised editions of the Security Duty Officer Check Sheets, Form Number 121 (pink) and Form Number 63 (blue) will be used.

2. The new "Pink" form is simply a revision of the old form more suited to current needs. There will be no change in the way it is to be used. The new "Blue" form has been designed to take the place, both of the old Form 63 (green) and Form 106 (white). This new form is to be used by assigned zone or area check officers and by all persons remaining after the regular close-of-business security check who are responsible for a zone, an area, or a room. This new form may be used in whatever situation the old Green and/or White forms were used.

3. Any questions concerning the new security check forms should be directed to the Security Branch, Room 1-N-427, [redacted]

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[redacted]  
Executive Director

Enclosures:  
Form No. 121  
Form No. 63

Distribution: No. 3

VAULT SECURITY DUTY OFFICER CHECK SHEET  
Approved For Release 2006/09/26 : CIA-RDP87B00832R000100020061-1

VAULT ALARM NO. \_\_\_\_\_ DATE: \_\_\_\_\_

VAULT ENTRANCE ROOM NO. \_\_\_\_\_

AFTER-HOURS VAULT SECURITY TURNED OVER TO: \_\_\_\_\_  
name

\_\_\_\_\_   
badge number

ALL VAULT DOORS SECURED AND ALARMS ACTIVATED AT: \_\_\_\_\_  
Time vault is completely secured

SIGNATURE \_\_\_\_\_ BADGE NUMBER: \_\_\_\_\_

This form to be executed by Vault Security Duty Officers at the Regular  
Close-of-Business and by all personnel who secure a vault after hours  
and on weekends and holidays.

ZONE / AREA / ROOM  
SECURITY-CHECK-SHEET

## 1. For Use By (check one):

- ☐ Vault-Zone Security Duty Officer  
☐ Open-Area Security Duty Officer  
☐ Personnel Remaining After Close-of-Business Security Check

## 2. Date: \_\_\_\_\_

Division: \_\_\_\_\_

Branch: \_\_\_\_\_

Zone or \_\_\_\_\_

Area: \_\_\_\_\_

## 3. Mark Each Item In Turn As Security Check Is Performed

Zone-Area-Room	Storage Vaults	Safes	Secure Rooms	Class. Material	Electrical Equip.	Typewriter Ribbons	Turned Over to Personnel Remaining After Close-of-Business Security Check	Time

## 4. Instructions

- a. Complete this form, filling in what is applicable to the security of your zone / area / room.
- b. Personnel remaining after the normal close-of-business check must perform their own check in all zones, areas, or rooms occupied by them and execute a copy of this form.

## 5. Remarks:

## 6. Certification

I certify that I have performed the security checks as indicated above:

Time: \_\_\_\_\_